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Report For Week Ending 26 November 1957
From
Records Center

During the week the following accessions were made:

DD/P	115 Cu. Ft.
COMPT	24 " "
ORR	19 " "
OCR	5 " "
OCI	1 " "
MEDICAL	3 " "
Sub-Total:	<hr/> 167 Cu. Ft.
Finished Intelligence	38 " "
Total:	<hr/> 205 Cu. Ft.

Map Negatives	1,007 Cu. Ft.
Records Holdings	24,610 " "
Distribution Material Holdings	10,865 " "
Total:	<hr/> 36,482 Cu. Ft.

Distribution Material Disposed of at Center	79 Cu. Ft.
Distribution Material Transferred from Center	13 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	120 " "
Total:	<hr/> 212 Cu. Ft.

Reference

25X1

with the assistance of Center personnel completed the inserting in envelopes and reboxing of sensitive OO/C material. The job was expanded from 58 cubic feet to 101 cubic feet.

In order to facilitate reference service, 50 cubic feet of finance material was reboxed and expanded 5 cubic feet.

Plans are underway to inventory the medical folders in the Center. A shelf list will be prepared and submitted to the ARO in order to bring his index up to date.

General

Representatives from OCI, DD/P [] attended a meeting here at the Center to determine the type of barrier to be constructed between the existing building and the addition before completion of construction. It was determined that an expanded metal mesh covered with plyboard and a key station for the roving guard to check would be sufficient for security purposes.

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General - Continued

25X1 Messrs. [redacted]
25X1 [redacted] attended the IRAC Meeting at the National Archives and visited
with the Federal Records Center in Alexandria during the week.

[redacted]

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,580	10,330	11,910
DD/P	694	8,036	8,730
DD/S	361	7,979	8,340
DD/S (Compt.Grilled Area)	57	423	480
DD/I	371	7,069	7,440
DD/I (Grilled Area)	1,077	2,703	3,780
DCI	3	27	30
Map Negative	<u>581</u>	<u>1,009</u>	<u>1,590</u>
TOTAL:	4,724	37,576	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.